

22 April 1959

MEMORANDUM FOR: Assistant Director, CR

THROUGH: Deputy Assistant Director, CR

SUBJECT: Items Suggested for Publications Procurement
Discussion with the Department of State

1. We have for years insisted that the procurement of foreign publications is an important process in the whole program of intelligence production. As long as intelligence consists of the collection, evaluation and assembling of factual information there will be a continuing need for overt publications. The publications must be procured quickly, in sufficient copies and made accessible to the intelligence officer requiring them. Many papers have been presented on the subject of recommendations to improve this service. Listed below are the major points from these various memoranda, to be used as agenda items for a thorough discussion with the Department of State.

a. Special Assistant for Publications Procurement. A high-level officer, acceptable to CIA, who would have sufficient authority for ACTION in running the program. Should have adequate travel money, clerical assistance, and direct line of communication to the field.

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c. Selection of Publications Officers. CIA should have a greater say in who and what kind of people are appointed as full-time Publications Officers. Such appointments should probably be exempted from the Wriston program and should have the prior concurrence of CIA.

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d. Fiscal Procedures. At the instigation of CIA, discussions have been held with State fiscal personnel on a better system of reporting by State to CIA the expenditures in the field. These discussions will probably bear fruit in the form of a new system, acceptable to CIA, to be put into effect Fiscal Year 1960. It will provide more prompt and accurate statements of expenditure, enable CIA to allocate and control the funds, and permit the Library to participate in the CIA cost accounting program as far as publications procurement is concerned.

e. Publications Officer Conferences. Formal agreement should be reached between State and CIA that a European and a Far Eastern Publications Officer Conference should be held in alternate years. Both agencies should be represented by headquarters personnel at these meetings.

f. Travel. Adequate travel funds should be allotted to each Publications Officer for him to be able to cover his assigned territory each year, and to attend PO Conferences.

g. Relaxation of Certain Procedural Requirements. In view of personnel cuts in the offing, the Acquisitions Branch must review all its operations to effect manpower savings wherever possible. We have some ideas on preparing operations memoranda for field action where we may save some manpower were State to relax its requirements for certain procedures.

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CIA Librarian